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Flying

MANAGEMENT OF FLYING PERSONNEL



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Hoff

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This instruction implements AFD 11-2, *Flight Rules and Procedures*, by explaining active flying appointments of rated officers assigned to the USAF Academy (USAFA). It applies to rated officers assigned to all USAF Academy activities.

SUMMARY OF CHANGES

Updates format; changes all CW references to 34th Training Wing (34 TRW); changes all CWO references to 34th Operations Group (34 OG); and changes the T-41 Pilot Indoctrination Program to the T-3A Flight Screening Program (FSP); adds provisions to allow T-3A attached pilots to upgrade at Hondo, TX enroute to a USAF Academy assignment.

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1. Why Management of Flying:

1.1. The Commander of the 34th Operations Group (34 OG/CC) is the focal point for all rated officer matters at the USAFA. The 34 OG/CC will chair the Rated Executive Management Committee (REMC). This committee will include one colonel representative from the Dean of the Faculty (HQ USAFA/DF), the Department of Athletics (HQ USAFA/AH), The Directorate of Personnel (HQ USAFA/DP), and the 34th Education Group (34 EG). It will meet at least annually to review recommendations from the Rated Steering Committee (RSC), formulate policy, and review current USAF initiatives. Additionally, the committee will meet as required, or at the request of any member, to resolve personnel issues that cannot be resolved by the RSC.

**2. Responsibilities:** The Director of Training (34 OSS/OST) will chair the RSC and include a representative from the following organizations: HQ USAFA/DF, HQ USAFA/AH, Assignment (HQ USAFA/DPA), Manpower and Organization (HQ USAFA/XPM), 50th Training Squadron (50 TS/DO), and the Preparatory School (HQ USAFA/PL). The steering committee will meet at the request of any member, or as requested by the REMC to review personnel actions, USAF rated initiatives, rated resource utilization, and conduct other business as necessary. The RSC will prepare and present briefings as requested to agencies within USAFA on rated management issues and provide a Rated Status Summary to the REMC annually.

### **3. How the System Works:**

3.1. The USAF Academy will mirror the USAF rated manning percentage, historically 35-40 percent of total officer strength. The ideal mix is 27 percent pilots, and 12 percent navigators. All rated personnel will support Academy Airmanship programs as required by mission element heads and coordinated with the REMC. Rated officers will be attached to USAFA Airmanship and Aviation programs in authorized "P" (pilot) and "N" (navigator) positions.

3.2. Rated officers will fulfill flying duties in one of these programs: T-3A Flight Screening Program, TG-7A Motorized Glider, UV-18 Twin Otter Parachute Support Aircraft, T-41D, and T-43 Aviation Training. All rated personnel in the grade of lieutenant colonel and below will be assigned to rated duties with the following exceptions:

3.2.1. Medically disqualified.

3.2.2. Those who have completed all flying gate requirements may be excused from active flying based upon the needs of the airmanship and aviation programs, and with the approval of their mission element heads in coordination with the RSC.

3.2.3. Other exceptions approved by their mission element heads and coordinated with the RSC. Letters requesting exceptions will be submitted through the applicable HQ USAFA/DF or HQ USAFA/AH RSC representative. Requests for those not in HQ USAFA/DF and HQ USAFA/AH will be submitted through 34 OSS/OST. Submit requests concerning navigators through the 50 TS/DO prior to committee review.

3.3. If a "P" or "N" prefix does not exist on the position identified for fill by a rated incumbent, the gaining organization will contact the Manpower and Organization (HQ USAFA/XPM) to assign the appropriate prefix to the Air Force Specialty Code (AFSC). The "P" and "N" prefixes are authorized only with AFSCs approved in AFR 36-1 (projected to be AFI 36-2105, *Officer Classification*), and assigned accordingly.

3.4. Rated personnel attached to airmanship or aviation programs are expected to fulfill all flying currency requirements and their respective mission commitments as follows:

3.4.1. T-3A Flight Screening Program (FSP). The normal number of students per year for each attached pilot is four. The normal student assignment by period is two in the summer, one in the fall, and one in the spring. During pilot shortages and surge periods, 34 OG/CC may request additional assistance from USAFA mission elements.

3.4.2. TG-7A Motorized Glider. Instructor pilots attached to the 94th Flying Training Squadron (94th FTS) will normally fly 30 flying periods per semester and one summer period. During pilot shortages and surge periods, 34 OG/CC may request additional assistance from USAFA mission elements.

3.4.3. UV-18 Twin Otter Parachute Support Program. Pilots attached to the 98th FTS will be available to fly at least twice per week, and one weekend per month. Pilots will also be available to fly one summer period per year, and deploy once every other year in support of detachment TDYs (7-10 days for Spring break, Christmas competition, etc.).

3.4.4. T-43 Aviation Training Program. Navigators attached to the 50th TS will fly three to four T-43 sorties per month, two to three weekend TDY cross-country missions per semester, 15-20 2-hour simulator/trainer lessons per semester, and teach one AV-100 section per academic year. In addition, instructors will support the 50 TS during one summer Period.

3.5. The individual instructor should resolve occasional scheduling conflicts with the respective squadron flight scheduler. Refer conflicts that cannot be resolved at this level to the RSC for action.

3.6. The 34 OSS/OST will assign pilots to specific programs, and the 50 TS/DO will do so for navigators. Normally, USAFA needs, previous flying experience, and personal preference will be the respective factors used in assigning rated officers to attached positions with flying squadrons. Attached pilots will normally be assigned by 34 OSS/OST to begin flying within 6-12 months after arrival at USAFA. Exception: Attached pilots assigned to the 557th Flying Training Squadron (557 FTS) for flying duties may be sent to Hondo, TX for T-3A upgrade enroute to USAFA. These individuals will be selected by the 34 OSS/OST and all paperwork will be coordinated through HQ USAFA/DP. Any T-3A enroute upgrades will be planned to deconflict with all scheduled USAFA training (ie. AOC school, HQ USAFA/DF training). Attached Navigators will normally be scheduled by the 50 TS/DO to begin flying within 12 months after arrival at USAFA. Flying gate requirements may preclude allowing these delays to avoid a negative impact upon future assignment viability. Delays to scheduled flying start dates must be approved by mission element heads in coordination with the RSC.

#### **4. Assignment Requisition Coordination:**

4.1. The hiring process at USAFA consists of three distinctive actions: advertisement, availability checks, and requisitions.

4.1.1. Advertisement:

4.1.1.1. Advertisement of the position opening will be on the Daedalus Electronic Bulletin Board under AFMPC directives.

4.1.2. Availability Checks:

4.1.2.1. Requesting Agency. Initiates action. Any department head or designated personnel representative within HQ USAFA/AH, HQ USAFA/DF, 34 OG/CC, or HQ USAFA/PL may request availability checks through Officer Assignments (HQ USAFA/DPAO).

4.1.2.2. HQ USAFA/DPAO. Contacts the Air Force Military Personnel Center (HQ AFMPC) with availability request. When availability request is on a rated resource, HQ USAFA/DPAO will handle the AFMPC response as follows:

4.1.2.2.1. If the response is negative, send the response directly to the requesting agency.

4.1.2.2.2. If the response is positive, send the response to the requesting agency highlighting the rated member's status, and concurrently send the flying viability letter (attachment 1) to 34 OG/CC for pilots, or to the 50th FTS/CC for navigators.

4.1.2.3. 34 OG/CC and 50 TS. Evaluate the response and application package (if available) to determine assignment suitability (from a rated management perspective) and then enter the response on the flying viability letter. 34 OG/CC (pilots) or 50 TS (navigators) will send the original letter to the requesting agency and a copy to the agency's flying coordinator and HQ USAFA/DPAO.

4.1.2.4. Requesting Agency. Upon receipt of the flying viability letter, consider this information and contact the mission element flying coordinator, 34 OG/CC, 50 TS, or HQ USAFA/DPAO if any questions exist.

4.1.3. Requisitions:

4.1.3.1. HQ USAFA/DPAO will send a copy of all rated requisitions to 34 OG/CC (pilots) or 50 TS (navigators) to inform them of a rated officer hire and projected report date.

## **5. Assignment Notifications:**

5.1. Requesting agencies will receive assignment notifications via orderly rooms. HQ USAFA/DPAO will find out about assignments and then notify 34 OG/CC and 50 TS.

JOHN D. HOPPER, JR., Brig Gen, USAF  
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## Attachment 1

### FLYING VIABILITY LETTER

MEMORANDUM FOR 34 OG/CC 50 TS/CC (Requesting Agency)

FROM: HQ USAFA/DPAO

SUBJECT: Flying viability for Capt John Doe's Possible Assignment to USAFA for the Dec 95 to Dec 99 time frame.

1. As part of the availability check on rated officer requisitions, HQ USAFA/DPA must assure HQ AFMPC that a rated officer could satisfactorily complete his or her rated requirements while assigned to USAFA. This requires us to check with 34 OG/CC (OPR for USAFA rated management) to ensure flying billet availability during the time this officer would be assigned to USAFA.

2.Changes to the flying gate systems increased the flying year requirements for all phase points as follows:

	<u>OLD GATES</u>	<u>NEW GATES</u>	<u>ACIP THRU</u>
1st gate:	72 mos (OF) in 12 yrs (AS)	108 mos (OF) in 12 yrs (AS)	18 YOS
2d gate:	108 mos (OF) in 18 yrs (AS)	120 mos (OF) in 18 yrs (AS)	22 YOS
3d gate:	132 mos (OF) in 18 yrs (AS)	144 mos (OF) in 18 yrs (AS)	25 YOS

Operational Flying (OF). Flying performed under competent orders by rated personnel while serving in an assignment where basic flying skills usually are maintained for performing assigned duties.

Aviation Service (AS). This is calculated from the date the officer first reports to the training activity to receive flight training leading to an aeronautical rating, e.g., entry date of UFT or date of commission, whichever is later.

Years Officer Service (YOS). This is established by the effective date of service as a commissioned, warrant, or flight officer.

Due to the nature of USAFA assignments, most rated officers should plan to fly during their USAFA tour.

3.For your information, please note the 34 OG/CC or 50 TS/CC comments indicated below that apply to the above rated officer:

\_\_\_\_ a. In order for this individual to fulfill his or her \_\_\_\_ gate(s), he/she must fly during the proposed tour. He or she should therefore begin flying within \_\_\_\_ days of arrival at USAFA. An attached flying slot will/will not be available at that time.

\_\_\_\_ b. Due to the lack of an available attached flying billet, or other reason (see comments below), assignment to USAFA at the time requested could count as a "nonflying" assignment for this officer. This would most likely mean the officer must return to a rated assignment after the proposed assignment. Please consider this constraint and brief your prospective new-hire on it.

ADDITIONAL COMMENTS:

4.This information should help you decide whether or not this requisition is appropriate for your department or for this officer at the time requested. It is not meant to reflect approval or disapproval by 34 OG/

CC or 50 TS/CC in your hiring process. If you have any questions or concerns about the information above or its impact on your hiring decision, please contact your mission element flying coordinator, 34 OG/CC, or 50 TS/CC.

cc:

HQ USAFA/DPAO